

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, O/TR

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DATE: 6 March 1952

FROM : Chief, Language Services Division

SUBJECT: Report of Progress for Week of 3 March to 7 March

1. Laboratory situation:

(a) No firm date on delivery [ ] hence no firm date on completion of master control panel.

(b) Necessity to re-check machines for synchronization.

(c) Adjustment of disk recording machines for operation.

On the above points a firm letter has been sent to [ ]

2. Trainees Assigned:

(a) Over 20 interviews have been conducted with candidates for language training inside and outside the Agency.

(b) [ ] group No. 15, consisting of 5 trainees, started work at the [ ] on 3 March.

(c) The second advanced [ ] reading group started work on 4 March on the basis of 2 full days of training weekly for a period of about 5 months at the Institute of Languages. The group comprises 4 students.

(d) Inside Training: 12 trainees had been enrolled as of yesterday for introductory [ ] 4 for laboratory work in intermediate or advanced [ ] 5 trainees have been enrolled for introductory [ ] and 2 for intermediate [ ] (laboratory work); 2 students have been enrolled so far for introductory [ ] and 2 for intermediate (laboratory work). This program of inside language training will begin on Monday, 10 March.

3. Refusals:

2 applications for the training [ ] requesting evening class instruction in the intermediate program and indicating unwillingness to utilize recordings were turned down.

4. Conferences:

Further conferences have been held with [ ] a view to the development of testing material for oral ability. The staff of the Language Services Division has arrived at the formulation of a preliminary pattern which is now being developed.

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10. To provide material for advanced training, a plan has been examined to arrange for a reading room which will contain current newspapers and periodicals in foreign languages. Oral drills will be given for advanced oral training.

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Chief, Language Services Division

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